

POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION (PRTC)

OFFICIAL COMMISSION MEETING

MINUTES

DATE: September 3, 2009
TIME: 7:00 p.m.
LOCATION: PRTC Transit Center
14700 Potomac Mills Road, 2nd Floor
Woodbridge, VA 22192-6811

1. CALL TO ORDER

Chairman May called the meeting to order at 7:00 p.m.

2. ROLL CALL

MEMBERS PRESENT

*Corey Hill	Dept. of Rail and Public Transportation
*Frank Jones, Immediate Past Chmn	City of Manassas Park
*Matthew Kelly, Secretary	City of Fredericksburg
*Scott Lingamfelter	Virginia House of Delegates
*Michael May, Chairman	Prince William County
*Paul Milde, Treasurer	Stafford County
*Martin Nohe	Prince William County
*Jackson Miller	Virginia House of Delegates (arrived at 7:28 p.m.)
*George Schwartz	Stafford County (departed at 7:05 p.m.)

ALTERNATES PRESENT

Jean Benson	City of Fredericksburg
*Lorraine Lasch	Prince William County
*Hal Parrish	City of Manassas
*Brian Potvin	Prince William County

STAFF AND GENERAL PUBLIC

Gina Altis	PRTC Executive Assistant
Monica Backmon	PWC Department of Transportation
Doris Chism	PRTC Dir., Customer Service & Dispatch
Art Clark	FIRST TRANSIT Safety & Training Manager

Robert Corbin
Joyce Embrey
Althea Evans
Sandy Ferris
Anthony Foster
Holly Frisch
Shanta Garth
Al Harf
Steve Hastalis
Angela Horan
Robb Howell
Ryan Jones
Todd Johnson
Bob Leibbrandt
Steve MacIsaac
Eric Marx
Betsy Massie
Paul Pitchke
Mark Ross
Jennifer Straub
Dale Zehner

FIRST TRANSIT Bus Operator
PRTC Dir., Finance & Administration
PRTC Dir., Marketing & Communications
Citizen
PRTC Transportation Project Manager
Citizen
FIRST TRANSIT AGM-Accounting & Admin.
PRTC Executive Director
Citizen
PRTC Legal Counsel
FIRST TRANSIT General Manager
PRTC Transportation Apprentice
FIRST TRANSIT Maintenance Manager
PWC Budget & Analysis
VRE Legal Counsel
PRTC Dir., Planning & Operations
PRTC Dir., Grants & Project Management
FIRST TRANSIT AGM-Operations
Citizen
VRE Deputy Chief Executive Officer
VRE Chief Executive Officer

MEMBERS ABSENT

Maureen Caddigan
Wally Covington
John Jenkins
Frank Principi
Toddy Puller
Jonathan Way

Prince William County
Prince William County
Prince William County
Prince William County
Virginia Senate
City of Manassas

ALTERNATES ABSENT

David Awbrey
Charles Badger
Harry Crisp
Brad Ellis
Peter LaMarca
Sushas Naddoni
Sorine Preli
Corey Stewart
John Stirrup
Bill Wren

Dept. of Rail and Public Transportation
Dept. of Rail and Public Transportation
Stafford County
City of Fredericksburg
City of Fredericksburg
City of Manassas Park
Prince William County
Prince William County
Prince William County
City of Manassas Park

*Voting Member

3. INVOCATION Led by Commissioner Lingamfelter.

Commissioner Schwartz departed at 7:05 p.m. following the Invocation and was absent on the vote for Items 7, 8, 9, 9A-9C, 10D, 10E, 10F, 12B1, 12B2, 12B3, 12B4, and 12B5.

4. PLEDGE OF ALLEGIANCE Led by Commissioner Parrish.

5. CITIZENS' TIME No citizens came forward.

6. PRESENTATIONS

[FTInfo] A. First Transit General Manager Robb Howell – Employee Recognition and Operations Report.

Mr. Howell recognized the July and August 2009 Operator-of-the-Month Nana Aboagye, III and Annie Johnson, respectively. He also introduced First Transit's new Safety and Training Manager Art Clark. Mr. Clark has 27 years training management experience and is a 16-year resident of Prince William County.

Mr. Howell reported that eight commendations (directed to six different operators and one supervisor) were received during the month of August. He went on to report the accident frequency rate during the month of August is 1.84 per 100,000 miles compared to the prior month rate of 1.5. He also reported the complaint rate on the OmniRide service for August is 4.19 (lowest rate since 2006) per 10,000 passengers and the year-to-date is 7.14 compared to 7.8 for the same period last year. The complaint rate on the OmniLink service for August is 4.6, continuing a downward trend since the month of May.

Mr. Howell reported a refined complaint customer service action plan has been developed that addresses an increased level of progressive discipline/ability to track repeat offenders. He went on to report the "Fleet Maintenance Audit" is complete and the overall results are favorable. The average number of per-bus defects decreased to 3.2 (the lowest rate since June 2005) and preventive maintenance inspections (PMIs) continue to be 100 percent compliant.

Continuing, Mr. Howell noted First Transit's sixth-year evaluation is complete and overall service quality remains high. Net assessments are at their second lowest ever.

Commissioner Lingamfelter commended PRTC/First Transit on the operation of a courteous, safety conscious bus service. He went on to express his concern about a "continuity of operations" plan being in place with regard to the H1N1 flu virus. Mr. Harf explained the plan is currently a work in progress and the focus is to finalize the plan prior to its recurrence. Commissioner Lingamfelter volunteered to assist staff moving forward. Chairman May asked staff to provide a briefing to the Commission at the October meeting.

Commissioner Parrish also congratulated/commended First Transit on their continuous improvements to the bus service.

7. APPROVAL OF MINUTES

RES 09-09-01 Minutes of July 9, 2009.
[PRTC\Minutes]

Commissioner Jones moved, with a second by Commissioner Kelly, to approve the Minutes, as presented. There was no discussion on the motion. (JONES\KELLY, WITH MAJORITY VOTE; LASCH\LINGAMFELTER\PARRISH ABSTAINED)

8. AGENDA APPROVAL

RES 09-09-02 Agenda of September 3, 2009.
[PRTC\Agenda]

Commissioner Jones moved, with a second by Commissioner Lasch, to approve the Agenda, as amended. There was no discussion on the motion. (JONES\LASCH, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

RES 09-09-03 Consent Agenda of September 3, 2009.
[PRTC\Consent Agenda]

Commissioner Lingamfelter moved, with a second by Commissioner Jones, to approve the Consent Agenda, as presented. (LINGAMFELTER\JONES, UNANIMOUS)

RES 09-09-04 A. Treasurer's Report.
[PRTC\Finance]

Accepted the Treasurer's Report for period ending May 31, 2009, and June 30, 2009, as presented. (LINGAMFELTER\JONES, UNANIMOUS)

RES 09-09-05 B. Wi-Fi Usage Policy.
[PRTC\Wi-Fi Policy]

Adopted the Wi-Fi Usage Policy, as presented. (LINGAMFELTER\JONES, UNANIMOUS)

RES 09-09-06 C. Contract Award to Brown's Insurance Agency, Inc. for
[PRTC\Insurance] Property and Casualty Insurance.

RES -09-09-09 E. Referral of Preliminary FY2011 VRE Operating and
[VRE\FY2011 Budget] Capital Budget to the Commissions.

Commissioner Jones moved, with a second by Commissioner Milde, to authorize the transmittal of the preliminary budget to the PRTC member jurisdictions for review, formally launching the Master Agreement-prescribed review process that will culminate in a recommended budget for the VRE Operations Board's consideration in December 2009 and the PRTC Board's consideration thereafter.

With regard to the upcoming budget, Commissioner Kelly recounted the fact that at the VRE Operations Board meeting, he informed fellow Board members that the City of Fredericksburg's resolution appropriating VRE's FY 2010 subsidy was conditioned on VRE seriously entertaining a partial return of excess funds back to the localities. Commissioner Milde noted several million dollars have been identified in carryover funds. There was no further discussion on the motion. (JONES\MILDE, UNANIMOUS)

RES 09-09-10 F. Referral of Amendments to the VRE Master Agreement to
[VRE\Spotsylvania] Participating and Contributing Jurisdictions.

Mr. Harf explained the Spotsylvania Board of County Supervisors (SBOCS) voted 4 to 3 on August 18th to pass an ordinance seeking membership in both PRTC and VRE. At this time, he asked VRE Legal Counsel Steve MacIsaac to elaborate further with regard to the "blue-sheeted" resolution provided this evening.

Mr. MacIsaac referenced the VRE Membership Agreement, highlighting that it envisions an effective date of Spotsylvania County's membership in PRTC and its participation in VRE of February 15, 2010, subject to each party's right to terminate the VRE Membership Agreement on 30 days notice prior to the effective date. The VRE Membership agreement requires that approval of the three agreements and completion of the certification by the Secretary of the Commonwealth occur by all required parties by November 30, 2009. The "blue-sheeted" resolution requires transmittal of the amended VRE Master Agreement to the participating/contributing jurisdictions under the VRE Master Agreement for that jurisdiction's consideration by October 31, 2009, and presentation to the Commission for action (effective February 15, 2010) at its November meeting: 1) VRE Membership Agreement, 2) Amended VRE Master Agreement, 3) Amended PRTC Founding Ordinance, and 4) Secretary of the Commonwealth certification.

Commissioner Lingamfelter asked if Spotsylvania County's membership will have any impact on the state budget with respect to PRTC and is there any reason why their membership couldn't occur earlier than February 15th. Mr. Harf answered "no" and explained Spotsylvania County set the February 15th date by "design", so the SBOCS could reconsider if one or more incumbent supervisor is replaced.

Commissioner Lingamfelter asked what differences, if any, will occur with regard to the terms and conditions for Spotsylvania County to join PRTC and VRE compared to when current member jurisdictions joined and will the gasoline tax be used to generate revenue

in order to finance Spotsylvania County's membership. Mr. Harf explained the terms and conditions of membership are substantively the same. He went on to explain that Spotsylvania County will be required to construct/fund a VRE station and an extension of the rail line is required to access the station. The agreement includes a series of provisions that pertain to what each party is required to do to activate passenger rail service into Spotsylvania. Spotsylvania County would also participate on the same basis as the existing member jurisdictions using the subsidy sharing formula, including a two year deferral provision allowing the County to postpone its contributions so fuel tax revenue can be used for the County's "station" obligation and other qualifying high priority investments. This is analogous to arrangements struck with the two newest members of the Commission.

Commissioner Milde asked if there is a slight difference in the way Spotsylvania County's subsidy will be taken from the gas tax. Mr. MacIsaac explained the Spotsylvania County agreement will contain a deferral for a period of two years similar to the Cities of Fredericksburg and Manassas Park agreements, and the novel feature of the Spotsylvania agreement is that PRTC would have the license to recover the deferred contributions on its own if the County fails to authorize the repayment.

Commissioner Milde moved, with a second by Commissioner Kelly, to forward the amended VRE Master Agreement to the Commission's member jurisdictions for consideration by October 31, 2009, and presentation to the Commission for action (effective February 15, 2010) at its November 2009 meeting: 1) VRE Membership Agreement, 2) Amended VRE Master Agreement, 3) Amended PRTC Founding Ordinance, and 4) Secretary of the Commonwealth certification. There was no discussion on the motion. (MILDE/KELLY, UNANIMOUS)

Commissioner Jackson Miller arrived at 7:28 p.m. following Item 10F – Referral of Amendments to the VRE Master Agreement to Participating and Contributing Jurisdictions and was absent on the vote for Items 7, 8, 9, 9A-9C, 10D, 10E, and 10F.

At this time, Chairman May welcomed Commissioner Parrish and noted he may have to depart the meeting early in which case the "gavel" will be passed to Commissioner Kelly.

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| [PRTC] | G. | Convene into Closed Meeting. Not applicable. |
| [PRTC] | H. | Certification of Closed Meeting. Not applicable. |
| [PRTC] | I. | Action Items Reported Out of Closed Meeting. Not applicable. |

11. CHAIRMAN'S TIME

Chairman May had nothing to report at this time.

12. EXECUTIVE DIRECTOR'S TIME

[PRTC\Info] A. Executive Director's Report.

With regard to the I-95 HOT Lanes project, Mr. Harf reported Secretary of Transportation Pierce Homer and VDOT Chief Engineer Malcolm Kerley announced the project is currently in a "holding" pattern as a result of Fluor/Transurban's difficulty securing the financing. Also, Arlington County has filed a lawsuit against the Federal Highway Administration (FHWA) in which VDOT is named as a defendant. He explained Arlington County contends the environmental approval by the FHWA for the northerly segment of the project was ill-advised because the analysis leading to that approval did not adequately account for the traffic impact on local streets off of I-95. The case is still pending and the implications are unclear at this time.

Moving to another subject, Mr. Harf reported First Transit's Six Year Evaluation and Fleet Maintenance Audit are stellar. He commended First Transit's Maintenance Manager Todd Johnson on a superb job for ensuring the bus fleet is in a state of good repair. He went on to note that elsewhere in this month's Commission package is a remedial action plan to address the OmniRide Customer Satisfaction Survey decline, featuring several parts to enhance training, remedy running time problems, and partially address overcrowding.

[PRTC\Action] B. Action Items:

RES 09-09-13 1. Technology Plan for PRTC.
[PRTC\Technology Plan]

Mr. Harf explained the "blue-sheeted" resolution seeks the PRTC Board's authorization to award a contract to "Apollo Video Technology" for the acquisition of the cameras instead of authorizing the commencement of a procurement process as the original resolution stated.

Commissioner Kelly moved, with a second by Commissioner Jones, to approve the plan and to award a contract to Apollo Video Technology for surveillance cameras on twenty-five buses at a cost not to exceed \$192,580. There was no discussion on the motion. (KELLYJONES, UNANIMOUS)

RES 09-09-14 2. TPB TIGER Discretionary Grant Application for a
[PRTC\Grant] Bus Priority Network.

Commissioner Nohe moved, with a second by Commissioner Kelly, to endorse the Transportation Planning Board's (TPB) TIGER discretionary grant application for a "bus priority" network. There was no discussion on the motion. (NOHEKELLY, UNANIMOUS)

RES 09-09-15
[PRTC\Service Hours]

3. Efforts to Counteract Overcrowding and Longer Running Times in Washington, D.C.

Commissioner Kelly moved, with a second by Commissioner Jones, to approve in-principle the use of a portion of the anticipated favorable passenger revenue variance as a source of funding for supplementing the budgeted service hours. There was no discussion on the motion. (KELLYJONES, UNANIMOUS)

RES 09-09-16
[PRTC\CMAQ]

4. FY 2011 CMAQ Funding Request.

Commissioner Nohe moved, with a second by Commissioner Kelly, to endorse the proposed projects for regional consideration by the NVT. There was no discussion on the motion. (NOHEKELLY, UNANIMOUS)

RES 09-09-16
[PRTC\Vanpool Program]

5. Possible New Vanpool Subsidization Program.

Commissioner Nohe moved, with a second by Commissioner Kelly, to endorse PRTC's participation in a prospective vanpool subsidization feasibility/design study.

Commissioner Kelly noted the City of Fredericksburg does not have a problem with the program in concept, but he went on to say that his approval does not constitute an acceptance of revenue sharing arrangements conceived back in 2003, because the issue of revenue sharing needs further examination. Mr. Harf confirmed that this is the intent.

Mr. Harf provided further clarification for those that are not intimate with the issue. He explained this is the second attempt to launch a vanpool subsidization program in the region. The program is a revenue producing venture assuming that the Federal rules for how Federal formula funds are earned remain intact, meaning vanpool statistics will generate a revenue stream of Federal formula funds that is greater than the cost of the program itself. He went on to explain the first attempt to launch a vanpool subsidization program was in 2003-2004 and the Commission "unanimously" authorized PRTC's participation as an entity in the 2003-2004 vanpool program. The agreement was not consummated at that time because VDOT and WMATA could not come to terms on the issues of liability, insurance, and indemnification. However, PRTC is confident these hurdles can now be overcome.

Mr. Harf further explained that the understandings reached back in 2003-2004 about revenue sharing envisioned net revenues be shared based on where the vanpool miles were logged. For example, if the vanpool miles are within the WMATA Compact area, that portion of the net revenue would be captured by WMATA, and if the vanpool miles are within the PRTC bus service area, the earnings would be captured by PRTC. Those miles logged in by jurisdictions south of the PRTC bus-sponsoring jurisdictions would be captured by FAMPO. This issue would be among the issues examined in the design study. In contrast, Mr. Harf went on to say that GWRC/FAMPO staff have expressed the view during

the current round of discussions that revenues should be shared based not on where miles are driven, but where vanpools originate instead. Commissioner Kelly clarified FAMPO leadership has not discussed the issue, an official position has not been taken, and the leadership is prepared to await the results of the study. There was no further discussion on the motion. (NOHE\KELLY, UNANIMOUS)

[PRTC\Info] C. Information Items:

1. Fleet Maintenance Audit (7/09). There were no comments.
2. First Transit Sixth Year Evaluation. There were no Comments.
3. Actions Being Taken in the Wake of the Last Customer Satisfaction Survey. There were no comments.
4. PRTC Service Performance Reports. There were no comments.
5. PRTC Budget-to-Actual Comparison. There were no comments.
6. PRTC Enhanced Bus Shelter Program and Solar Lighting Plan Update. There were no comments.
7. DRPT Monthly Statewide Ridership Report. There were no comments.
8. Transportation Revenue Update. There were no comments.
9. VDOT Blueprint Organization and Staff. There were no comments.
10. Communications:
 - a. Related to Funding. There were no comments.
 - b. Related to Jurisdiction. There were no comments.
 - c. General Interest. There were no comments.

13. OTHER BUSINESS/COMMISSIONERS' TIME

There was no other business to come before the Commission.

14. ADJOURNMENT

There being no further business to come before the Commission, Secretary Kelly adjourned the meeting at 7:40 p.m.

NEXT MEETING: Thursday, October 1, 2009, 7:00 p.m.

LOCATION: PRTC Transit Center
14700 Potomac Mills Road, 2nd Floor
Woodbridge, VA 22192-6811
Main #: (703) 583-7782
Fax #: (703) 583-1377

